



**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
4232 Las Virgenes Road, Calabasas CA 91302

**MINUTES**  
**REGULAR MEETING**

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9:00 AM

April 9, 2019

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Sherri Paniagua.

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at **9:00 a.m.** by Board President Lewitt in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Lynda Lo-Hill, Len Polan, and Lee Renger

Absent: None

Staff Present: David Pedersen, General Manager  
David Lippman, Director of Facilities and Operations  
Joe McDermott, Director of Resource Conservation and Public Outreach  
Don Patterson, Director of Finance and Administration  
Josie Guzman, Clerk of the Board  
Keith Lemieux, District Counsel

**2. APPROVAL OF AGENDA**

Director Caspary moved to approve the agenda. Motion seconded by Director Polan. Motion carried unanimously.

**3. PUBLIC COMMENTS**

General Manager David Pedersen introduced Tara Paul, Associate Attorney from Nossaman LLP, who was shadowing him as part of the Water Education Foundation Water Leaders Program.

**4. CONSENT CALENDAR**

**A List of Demands: April 9, 2019: Ratify**

**B Minutes: Special Meeting of March 26, 2019: Approve**

Director Renger moved to approve the Consent Calendar. Motion seconded by Director Polan. Motion carried unanimously.

**CONSENT CALENDAR – Separate Action Item**

**C Directors’ Per Diem: March 2019: Ratify**

Director Lo-Hill asked the Board to consider ratifying her request for per diem compensation for her attendance at the kickoff meeting held on March 13th for the Phase 2 White Paper for Tapping into Available Capacity in Existing Infrastructure to Create Water Supply and Water Quality Benefits.

A discussion ensued regarding Directors requesting authorization for per diem compensation prior to attending an event not listed in the Administrative Code, the Board retroactively ratifying attendance at an event when a Director is unable to request prior authorization, and considering modification of the Administrative Code to include a provision to allow for retroactive approval.

Director Polan moved to ratify Item 4C, including Director Lo-Hill’s request for her attendance at the March 13th kickoff meeting. Motion seconded by Director Renger.

Following a brief discussion, Director Polan withdrew his motion.

Director Caspary moved to ratify Item 4C with the exception of Director Lo-Hill’s request for her attendance at the March 13th kickoff meeting. Motion seconded by Director Renger. Motion carried unanimously.

**5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS**

**A Legislative and Regulatory Updates**

Joe McDermott, Director of Resource Conservation and Public Outreach, provided an update regarding AB 217 (Garcia), the Safe Drinking Water for All Act, which includes a portfolio approach for funding safe, clean and affordable water. He noted that the District signed a coalition letter in support of AB 533 (Holden), Income Taxes: Exclusion: Turf Removal Water Conservation Program, and a letter of support for AB 1672 (Bloom), Flushable Products, which would prohibit the sale of products labeled flushable unless

the products meet specified performance standards. He also noted that the District's lobbyist is analyzing SB 474 (Stern), Department of Water Resources: Appropriations of Water. He stated that staff attended the Washington D.C. lobbying trip the previous week along with Board Members from LVMWD and Triunfo Sanitation District (TSD), and staff would provide an update at the next Las Virgenes-Triunfo Joint Powers Authority (JPA) meeting.

Director Caspary noted that he attended the ACWA State Legislative Committee meeting on April 5th, where discussion was held regarding AB 854 (Mayes), Imperial Irrigation District: Retail Electric Service. He stated that the Imperial Irrigation District opposes this proposed legislation, which would affect the electrical services it provides in the Coachella Valley.

## **B Water Supply Conditions Update**

Joe McDermott, Director of Resource Conservation and Public Outreach, presented the report.

## **6. TREASURER**

Director Lo-Hill stated that the Treasurer's report was in order.

## **7. BOARD OF DIRECTORS**

### **A Backfill Funding for Paradise Irrigation District: Letter of Support**

**Authorize the Board President to sign a letter of support for one-time financial assistance from the State's General Fund, in the amount of \$21,693.203, to support the recovery of Paradise Irrigation District from the devastating Camp Fire.**

General Manager David Pedersen presented the report.

Director Renger moved to approve Item 7A. Motion seconded by Director Caspary. Motion carried unanimously.

### **B Qualifying Events for Directors' Per Diem Compensation**

**Pass, approve and adopt proposed Resolution No. 2549, adding events sponsored by the California Special Districts Association as qualifying events for directors' per diem compensation.**

#### **RESOLUTION NO. 2549**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO QUALIFYING EVENTS FOR DIRECTORS' PER DIEM COMPENSATION**

(Reference is hereby made to Resolution No. 2549 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

Keith Lemieux, District Counsel, noted that this item related to Item 4C, and he offered the following revision to proposed Resolution No. 2549:

"2-2.106 Compensation

- (d) Directors, other than Directors who have not been re-elected to office, and including directors-elect, may be compensated for attending the following meetings:
  - (1) General meetings and educational seminars conducted by Association of California Water Agencies (ACWA), California Association of Sanitation Agencies (CASA), California Water Policy Planning Committee, Association of Water Agencies of Ventura County (AWA), WaterReuse Association, Southern California Water Coalition, and California Special Districts Association (CSDA). At least annually, the Board shall determine meetings for which the Board shall be compensated.
  - (2) Any meeting as appointed to serve by the Board as the Board's delegate/member
  - (3) Directors may request, verbally to the General Manager or in writing that the Board authorize attendance at meetings and seminars conducted by other organizations on subjects related to District operations. Such request shall be considered by the Board at a meeting of the Board prior to the subject meeting or seminar. In those cases where it is not practical to consider attendance at a meeting of the Board prior to the subject meeting or seminar, the request may be considered at the next subsequent regular meeting of the Board."

Director Caspary moved to approve Item 7B as amended. Motion seconded by Director Polan. Motion carried unanimously.

### **C Board Member Life Insurance Coverage Limits: Consideration of Options**

**Consider the options and associated costs to increase the life insurance coverage for Board Members and provide direction to staff on any proposed changes to the coverage limits.**

General Manager David Pedersen presented the report.

Director Caspary moved to deny any increase in life insurance for Board Members paid for by the District, and that staff bring back an option for Board Members to pay for additional benefits from their personal funds. Motion seconded by Director Renger.

Sherri Paniagua, Human Resources Manager, responded to questions related to supplemental insurance programs currently available to District employees and Board Members, which would include the ability to purchase additional life insurance coverage through Colonial Life Insurance or Poms & Associates Insurance Brokers, LLC. She stated that staff would explore additional options available to the Board Members.

Motion carried unanimously.

## **8. GENERAL MANAGER**

### **A Proposed Organizational Changes: Approval**

**Approve the following changes to the District's table of organization, resulting in the net addition of one full-time equivalent position:**

- **Replacement of an existing, vacant Water System/Facilities Manager position (Salary Grade E122) with a Water Systems Manager/Engineer position (Salary Grade E114/E122) and a Facilities Manager/Engineer position (Salary Grade E114/E122);**
- **Reclassification of an existing vacant Water Treatment Plant Operator II position (Salary Grade 46) to a new, flexible series Water Treatment Plant Operator I/II/III position (Salary Grade 32/42/64);**
- **Reclassification of an existing, vacant Water Reclamation Operator I/II position (Salary Grade 42/62) to a new flexible series Compost Worker/Operator position (Salary Grade 22/36);**
- **Replacement of an existing, vacant Account Clerk I/II position (Salary Grade 18/27) with an Accountant position (Salary Grade M66);**
- **Replacement of an existing, vacant Receptionist/Office Assistant position (Salary Grade 22) with a new Customer Service Office Supervisor position (Salary Grade M85);**
- **Reclassification of an existing, vacant Environmental Analyst I/II position (Salary Grade M63/M77) to a Resource Conservation Specialist I/II position (Salary Grade 32/46); and**
- **Retitling of an existing Water Conservation Coordinator position (Salary Grade M85) to a Resource Conservation Supervisor position (Salary Grade M85).**

General Manager David Pedersen presented the report.

David Lippman, Director of Facilities and Operations, presented a PowerPoint presentation and reviewed the proposed changes to the Facilities and Operations Department.

Don Patterson, Director of Finance and Administration, continued the PowerPoint presentation and reviewed the proposed changes to the Finance and Administration Department.

Joe McDermott, Director of Resource Conservation and Public Outreach, continued the PowerPoint presentation and reviewed the proposed changes to the Resource Conservation and Public Outreach Department.

Director Caspary moved to approve Item 8A. Motion seconded by Director Lo-Hill.

A discussion ensued regarding the proposed organizational changes, succession planning, vacancies due to retirements and/or resignations, and pathways for staff to achieve advanced water treatment certification.

General Manager David Pedersen noted a mathematical error in the table and confirmed that the correct amount for the Facilities and Operations Department should be \$272,161.76

Motion carried unanimously.

## 9. FACILITIES AND OPERATIONS

### A 2018 Bioassessment Monitoring Report: Approval of Purchase Order

**Authorize the General Manager to approve a purchase order to Aquatic Bioassay Consulting Laboratories, Inc., in the amount of \$48,866, for the 2018 Bioassessment Monitoring Report.**

Brett Dingman, Water Reclamation Manager, presented the report.

Director Polan moved to approve Item 9A. Motion seconded by Director Renger.

Mr. Dingman responded to a question regarding the most recent sampling for Malibu Creek by stating that sampling was conducted last summer, which was prior to the Woolsey Fire.

David Lippman, Director of Facilities and Operations, noted that the annual bioassessment monitoring report is required as part of the Tapia Water Reclamation Facility National Pollutant Discharge Elimination System (NPDES) permit.

Motion carried unanimously.

### B Award of Fiscal Year 2018-19 Vehicle Replacement Program

**Authorize the General Manager to issue purchase orders to Fritts Ford of Riverside, in the aggregate amount of \$165,586.70, for one Ford F350 4X4 regular cab utility bed service truck, one Ford F150 2X4 regular cab eight-foot bed truck, one Ford Transit 10-passenger van, one Ford Transit Connect seven-passenger van and one Ford Fusion Energi Titanium electric hybrid sedan; and Pacific Trailer, in the amount of \$5,299.00 for one boat trailer that will adapt to accommodate two existing boats.**

General Manager David Pedersen presented the report.

Director Renger moved to approve Item 9B. Motion seconded by Director Caspary.

General Manager David Pedersen responded to a question regarding the disposition of vehicles deemed surplus by stating that local agencies are notified regarding the surplus vehicles, and they are subsequently sent to auction.

Motion carried unanimously.

## 10. NON-ACTION ITEMS

### A Organization Reports

None.

### B Director's Reports on Outside Meetings

Director Polan reported that he attended the Washington D.C. lobbying trip, where he met with Members of Congress and several federal agencies. He noted that Congressman Brad Sherman expressed support for H.R. 1162 (Napolitano), the Water Recycling Investment and Improvement Act, which would amend the grant program for funding water recycling and reuse projects.

Board President Lewitt reported that he also attended the Washington D.C. lobbying trip, along with TSD Chair Janna Orkney and TSD Director Ray Tjulander. He commended General Manager David Pedersen and Director of Resource Conservation and Public Outreach Joe McDermott for their presentations regarding the Pure Water Project Las Virgenes-Triunfo and the Pure Water Demonstration Project. He expressed his appreciation to the District's lobbyists, John Freshman and Ana Schwab from Best Best and Krieger, for facilitating the appointments with the various legislators.

### C General Manager Reports

#### (1) General Business

General Manager David Pedersen noted that the Board would hold its Strategic Planning Meeting on April 22nd from 9:00 a.m. to 3:00 p.m. at Homewood Suites in Agoura Hills. He stated that items for discussion would include the Strategic Plan, status of Tactical Actions and Activities, Fiscal Year 2018-19 financial update, review of Other Postemployment Benefits (OPEB), review of financial and investment policies, institutional issues and options related to the Pure Water Project Las Virgenes-Triunfo, concept to promote the use of tap water via an "LV Tap" campaign, Succession Plan, and a Board Member roundtable discussion.

#### (2) Follow-Up Items

General Manager David Pedersen noted that staff continues to work on follow-up items to bring back to the Board.

**D Directors' Comments**

None.

**11. FUTURE AGENDA ITEMS**

None.

**12. PUBLIC COMMENTS**

None.

**13. CLOSED SESSION**

**A Threat to Public Services or Facilities (Government Code Section 54957(a)):**

**Consultation with Andrew Spear, Acting Security Operations Manager**

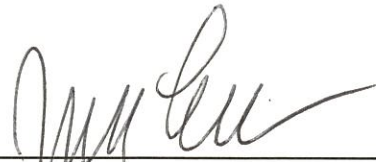
The Board recessed to Closed Session at **11:19 a.m.** and reconvened to Open Session at **12:08 p.m.**

Keith Lemieux, District Counsel, announced that during the Closed Session the Board received a report, and there was no reportable action taken.

**14. OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **12:08 p.m.**





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Jay Lewitt, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:



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Charles Caspary, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)